

Edmonton Historical Board

2019-2020 Term - Recruitment Profile

3 Vacancies

Edmonton

Frequently Asked Questions:

[What is the purpose/mandate of the board?](#)

[What is expected of me, as a member?](#)

[How much time can I expect to spend, as a member?](#)

[What does the board do?](#)

[Do I get paid?](#)

[Are my expenses reimbursed?](#)

[How long am I a member?](#)

[How do I apply to become a member of the board?](#)

[How long does the selection \(“hiring”\) process take?](#)

[What qualifications do I need to apply?](#)

[Does the board have subcommittees?](#)

[Am I expected to work on one or more of the subcommittees?](#)

Mandate [\(Back to top\)](#)

The [Edmonton Historical Board](#)* will:

- advise Council on matters relating to City of Edmonton historical issues and civic heritage policies; and
- encourage, promote, and advocate for the preservation and safeguarding of historical properties, resources, communities, and documentary heritage.

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Subcommittees [\(Back to top\)](#)

- Heritage Outreach Committee: Meets the 2nd Wednesday of the month, from 5 - 6:30 pm
- Historic Resources Review Panel: Meets the 2nd Tuesday of the month, from 3 - 5:00 pm
- Plaques & Awards Committee: Meets as needed, usually the 1st Wednesday of the month, from 5 - 6:30 pm
- Executive Committee: Meets as needed

Current Committee Activities [\(Back to top\)](#)

- Architectural Heritage Website - on-going
- E-Newsletter (quarterly)
- Strategic Planning
- Plaques and Awards - ongoing
- Historic Resources Review Panel - ongoing

Remuneration [\(Back to top\)](#)

NONE - Committee members serve in a voluntary capacity, however, eligible expenses are available for citizen members who serve on Council committees, including a child care expense allowance (for meeting attendance) based on actual receipts submitted.

Appointment Term [\(Back to top\)](#)

- One-year terms (from May 1 to April 30), renewable to a maximum of six consecutive years
- City of Edmonton Volunteer Management practices include an annual evaluation of board members [\[City Policy C575C\]](#)*

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To Apply ([Back to top](#))

Applicants are required to complete the online Taleo application questions, and attach a current resume plus three written letters of reference. (References should be from individuals that can comment on the relevant qualities, skills or knowledge you possess.)

Application Process Timeline ([Back to top](#))

Community and Public Services Committee of Council serves as the Selection Committee for EHB members. It is anticipated that selection processes will take place on the following (tentative) dates:

- February 3, 2019 – Posting Expires
- March 14, 2019 - Applicant Short Listing
- April 4, 2019 - Applicant Interviews
- April 16, 2019 - Appointments made by City Council

Qualifications ([Back to top](#))

- A strong interest in and appreciation for the built heritage of the community
- Previous board experience
- The ability to work with social media (Facebook in particular)
- The ability to think creatively and lead projects
- The ability to speak and write effectively
- A Communications background would be an asset
- The ability to commit:
 - A minimum of 2 three hour evenings per month for meetings and board related activities
 - The Board **meets on the fourth Wednesday of every month** at the Prince of Wales Armouries starting at 5 pm

Expectations ([Back to top](#))

- To understand the Advisory Board's mandate, bylaw, and policies

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- To attend board meetings and to be actively involved on a minimum of one subcommittee
- To actively participate in board meetings
 - To review materials and prepare for meetings, participate in discussions and decision-making, and honor decisions of the board
- To follow through on assigned projects to completion
- To abide by the [Ethical Guidelines for Citizens Who Serve on City Boards, Agencies and Committees](#)*
- To work together with other board members and City administration

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